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| **Job Description** |
| **Post title** | Employment & Development Advisor |
| **JE Reference No** | N8699 |
| **Grade** | 10 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Development & Housing – Economic Development |
| **Reporting to** | Area Co-ordinator |
| **Location** | Your normal place of work will be Spectrum 8, Seaham or Crook but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The Durham Advance project is an EU funded programme to help support unemployed and inactive residents with health conditions, with an additional focus on unemployed and inactive residents aged 50+ who have health conditions and/or other barriers preventing them from entering the labour market. Each area team will have dedicated Employment & Development Advisers to deliver this programme and the Council’s local employability initiatives. The post holder will be an experienced advisor who will play a key role in the efficient and effective delivery of the Durham Advance programme.

To provide a co-ordinated programme which emphasises journeys into pathways to employment and is informed by local labour market needs

To identify growth sectors and work with local employers to identify staffing needs and help fill vacancies from disadvantaged target groups.

To provide a mentoring support service to target clients to access opportunities and build the skills that lead to sustainable employment that is right for them.

To provide effective Information, Advice and Guidance and aftercare service to target clients on a one to one basis that provides the support needed to remove difficulties and barriers to sustained employment

To add value by developing networks with those involved in other client and employer engagement activities to support collaborative working and avoid duplication.

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| **Duties and responsibilities** |

* To engage, build and maintain effective relationship with clients and provide effective Information, Advice and Guidance, confidence building and aftercare service on a one to one basis.
* To assess clients’ employment, skills and health needs to help them meet and progress their current and future career aspirations.
* To develop individual action plans and mentor, support and encourage clients to achieve their goals and overcome any barriers to success.
* To coach and prepare the client for job interviews
* Negotiate and refer client to support services as needed to enable successful progression.
* To support the target clients continued personal and skills development, working to address any training or development needs and accessing mainstream resources and any other appropriate service available.
* To develop and maintain a wide knowledge of Local Labour Market Intelligence and opportunities for clients.
* To support local employers with recruiting, selection, induction and training
* To build and maintain strong and effective relationships with new and existing employers to generate vacancies.
* To analyse labour market and recruitment trends to identify potential business opportunities.
* Establish close links with local business support organisations and broker specialist business support where required.
* Support individuals to move into employment opportunities by removing barriers and to sustain employment, beyond agreed timescales by providing in work support to clients.
* To maintain an up to date knowledge of the skills support services and utilise local provision, ensuring clients are referred to high quality and appropriate provision.
* To work collaboratively with other partners to help ensure best possible outcomes for each client and employer and avoid duplication of service.
* Work with other team staff and colleagues to develop good practice work and skills materials to support the client and employer achieve mutual expectations.
* Be responsible for own administration and record keeping, capture this information in appropriate paper and electronic based systems as required, and assist in the collection and interpretation of monitoring information, including customer and stakeholder feedback, in accordance with the funders requirements.
* Any other duties appropriate for the successful operation of the Project.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Degree or equivalent in a relevant discipline and/or be able to demonstrate extensive relevant experience in the careers or employability sector
* IAG qualification at Level 4
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| Experience | * Substantial practical experience relevant to the post
* Experience of mentoring and progression support of target clients
* Experience of working with a wide range of public, private, community/voluntary sector and business.
* Specialised support in work training and career development
* Experience in the employment/skills field with relevant experience in the formulation and delivery of targeted projects
* Experience of working with and supporting clients with multiple needs, including health related conditions or issues.
* Experience of employer engagement in a business support/welfare to work/recruitment capacity
 | * Experience of mediation and conflict resolution
* Experience of managing funding and budgets
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| Skills & Knowledge | * Understanding of the barriers that may face long term unemployed people sustaining employment.
* Awareness of the key issues facing employers and potential employees in rural areas
* Skills to find innovative and informed solutions to the challenges of the project
* Knowledge of the infrastructure of multi-agency welfare to work support in the area
* IT skills
* Knowledge of a range of funding streams available for training/economic development/business support
* Ability to assimilate complex information and produce clear and concise feedback, reports and briefing documents or presentations.
* Ability to adapt priorities to meet internal/external demands
* Ability to develop and maintain constructive relationships with stakeholders with regards to the project’s priorities.
 | * Knowledge of the geography of the project area.
* Project management
* Understanding of recruitment and workforce planning
* Advanced understanding of a range of funding streams available for training/economic development/business support
* Knowledge/ability to use electronic information tools, both general and specific
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| Personal Qualities | * Self-motivated and capable of responding independently to problems and situations and exercising initiative within the parameters of the project.
* Keen to learn and develop new skills, and take on new challenges.
* Conscientious, responsible and professional approach to work.
* Willingness to adopt a flexible approach to working, including evenings and weekends as required by the nature of the post.
* Work using own initiative and as part of a wider team
* Commitment to providing a quality service
* Excellent customer care
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).
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